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CANDIDATE SUPPORT

CPT Reports

(Updated August 2023)

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What is CPT?

1. It is type of **Work Authorization**: Form I-20, Nonimmigrant Student Status document for degree-related work in your field of study which includes a program end date
2. It is also **Computer Science Practicum Courses** which require you to write a comprehensive essay that shows how your CPT job activities relate to the coursework you have studied during your Master's degree.
 - A. Career Services sets it up when your offer is processed
 - B. It starts when you start working
 - C. Graduation requires 8 CPT credits



F-1 requirements to Stay in Status

A total of 6 credits with a minimum of 3 credits from CPT or a on-campus course each semester and 3 credits from DE

- There are two semesters each calendar year
 - Beginning of January Block to the end of June Block (Graduation)
 - Beginning of July Block to the end December Block (Graduation)
- CPT enrollment and reporting continues as long as you have an F-1 visa status, employed with CPT work authorization, and are still enrolled as a student



Tracking & Accruing Credits




CS Graduation: csgraduation@miu.edu

- Monitors and sends notices to return to campus if you do not have enough CPT credit that semester

You:

- Must also monitor your own days of CPT in case you don't read or receive an email





CPT Duration

- CPT last until you meet graduation requirements but is not a stand-alone course, because you are required to be enrolled in a DE course at the same time.
- There is one option to extend your CPT date by enrolling and paying for Specialization, which defers your graduation to a later date. Your program end date is extended by 12 months. (If you are laid off this time is ticking away.)

Infosys path to CPT reports Info



Ideal Administrator page

Welcome Raya Bell, following functions will be available to you:

On-Campus

- Directory of Coop Students (by different entries)
- Search for a Student
- Classroom Assignments
- Computer Science Phone Directory
- Course Signup (Pre-Registration)
- Faculty Advisors
- On Campus Course Pre-Registration Results

Distance Education

- Check Secondary Exam Applications
- DE Course Pre-Registration Results

CPT and Job Search

- Report Coaching Time
- View Hired Students
- Coaching Report
- View Coached Students
- View Job Search Reports
- CPT Reporting System

[CPT History](#)

[View CPT Term Dates](#)



CPT TERM	START	END
2024 Fall A	June 23 2024	September 20 2024
2024 Sp		
2024 Sp		
2023 Fa		
2023 FallA	June 24 2023	September 20 2023
2023 SpringB	March 19 2023	June 23 2023

**This webpage will be updated
in September 2023 by the CS
software team.**

Infosys Student Profile Page



[View Comments on this student](#)

[Edit Employer Info](#)

[Display Job Search Reports](#)

[On Campus and DE Course Registration](#)

[DE Course Registration](#)

 [View CPT Reports](#)

[Employment History](#)

Course Name	Term	Term dates	Credit	Grade	Status
CS575 - Required Practicum in Computer Science Theory in Practice	2023 SpringB	Mar - Jun	3	NOT_GRADED	FUTURE
CS575 - Required Practicum in Computer Science Theory in Practice	2023 FallA	Jun - Sep	3	NOT_GRADED	FUTURE
-	2023 FallB	Sep - Dec	3	NOT_GRADED	FUTURE
-	2024 SpringA	Dec - Mar	3	NOT_GRADED	FUTURE

The revised CPT reporting system will follow the Academic Calendar

Use Infosys, the MIU Academic Calendar and set your own Calendar Reminders

1. **CPT Fall A:** report period: first day of summer session (July Block) through last day of Sept. Block.
(June 26 -September 28, 2023)
2. **Fall B:** first day of October Block through last day of December Block.
(October 2 – December 21, 2023)
3. **Spring A:** first day of January Block through last day of March Block.
(Jan 15 – March 21, 2024)
4. **Spring B:** first day of April Block through last day of June Block.
(Apr 1 – June 20, 2024)

Accruing days toward CPT Credit

A student may have CPT work authorization and continue employment at times when he/she is **not** accruing days toward MIU Academic CPT credit.

Dates **not** accruing MIU Academic CPT credits are:

- Block break between Sept. and Oct. blocks
- Winter Break between Dec. and Jan. blocks
- Spring Break between March and April blocks
- Semester break between June and July blocks

For confirmation of dates <https://students.miu.edu/academic-calendars>

For students meeting the SEVIS OPT requirement that allows only having a maximum of 365 days of CPT employment, the count of CPT employment days will follow the total days of SEVIS I-20 work authorization, not the days of the MIU academic CPT reports count.

Example of SEVIS Accruing: Start date August 7, 2023 to August 2, 2024 = 362 days



Earning CPT Credits during the Reporting Period

- 0 – 19 days: Zero credit
- 20 – 39 days: 1 credit
- 40 – 59 days: 2 credits
- 60+ days: 3 credits

Graduation requires 8 CPT Credits



Computer Science Practicum Courses

CPT Courses are randomly assigned (you may have the same course more than once)

- CS573 – Practicum in Tools and Techniques
- CS574 - Practicum in Creativity in the Field of Technology
- CS575 - Practicum in Computer Science Theory in Practice
- CS574 - Practicum in IT Technical Management
- CS579 - Practicum in Team Organization and Leadership

For course descriptions – page 182-183, [MIU Catalog 2023-2024](#)



Curricular Practical Training: Academic Credit

- Practicum internship (different than “student internship”)
 - MSCS Technical Support area sends you CPT registration email
 - CPT report are submitted quarterly in Sakai
 - 1000+ words
 - STAR format
- Faculty Advisor grades it PASS or NO PASS
 - Appears on your transcript as permanent grade
 - NO PASS could be an obstacle to changing to OPT, H-1B, or Green Card (or even graduation or remaining enrolled).
 - 8 credits of CPT to graduate (or pay tuition for one different 500 level on-campus course)

Use the STAR Method



Include a **BOLD TITLE** at
the beginning of each section

Situation: Give some context to your story
(When, Who, Where, What, Why)

Task: Explain what you needed to do and what
goals you needed to reach

Action: Explain what you did, why and how you
did it and which tools you used

Result: Quantify the results (e.g. increased
speed by 10%). Tell if you'd have done things
differently

Do Not Copy text from other CPT Reports

- Each report you write must be new and unique. You are not allowed to copy from your own previous reports or from the reports of other students.
- The online reporting system uses scanning software that compares your report to all other reports in the database.
- If you are found to copy from part or all of another report (even if it is a report you wrote in the past), your Faculty Advisor can assign you a grade of NO PASS with no chance to make it up.





Successful

- Capture information throughout the CPT Term
- Submit early in reporting window
- Revise as needed
- Do **not** plagiarize (scan tool used by Faculty for all CPT reports)
- Read the Syllabus twice before writing the report
- Refer to supporting resources

Get Answers



Questions

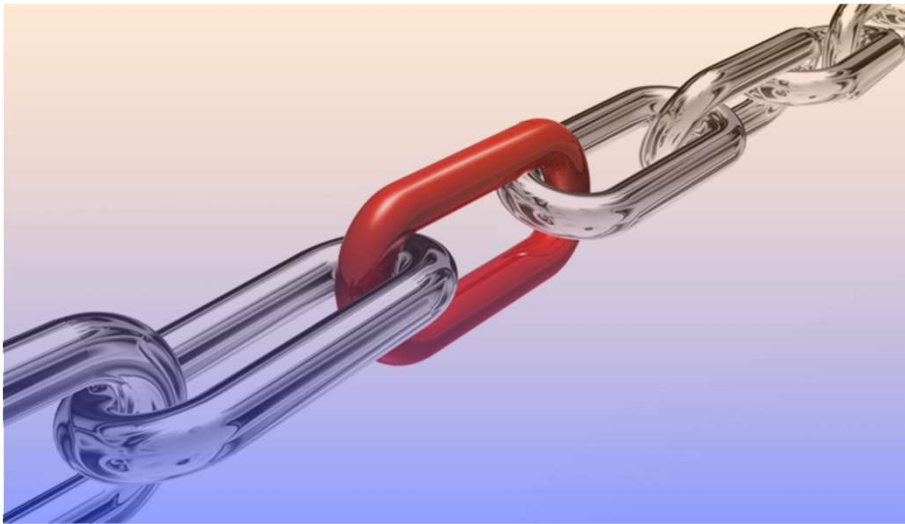
About CPT Registration: email **ComputerCareers@miu.edu**

About CPT the topic, late submissions, grading and NP: email your **Academic Advisor**

About OPT: email **OPT@miu.edu**

CPT Reports

Linking your Education to Practical Application



“The key then to attaining this *higher level of intelligence* is to make our years of study **qualitatively** rich.

We don't simply absorb information - we **internalize it and make it our own** by finding some way to put this knowledge to practical use.” – Robert Greene on Mastery